

TITLE, SERIES, GRADE: Bankruptcy Analyst, GS-301-12/13/14

SALARY RANGE: GS-12: \$69,845-\$90,803
GS-13: \$83,057-\$107,979
GS-14: \$98,147-\$127,590

PROMOTION POTENTIAL TO: GS-14

VACANCY ANNOUNCEMENT NUMBER: FY08-006

AREA OF CONSIDERATION: All Sources Plus Well Qualified Eligible Surplus and Displaced Federal Employees in the Local Commuting Area. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply.

OPENING DATE: July 31, 2008

CLOSING DATE: August 14, 2008

DUTY LOCATION: U.S. Trustee Program - Denver, Colorado

NUMBER OF VACANCIES: 1 Position

THIS IS A FULL-TIME, PERMANENT, EXCEPTED SERVICE APPOINTMENT

DUTIES: The incumbent applies economic and financial analysis skills to the administrative supervision of bankruptcy cases filed by businesses and consumers primarily under chapters 7, 11, 12 and 13 of the Bankruptcy Code. Reviews debtor's bankruptcy petitions and schedules, business records, periodic financial reports and any proposed reorganization plan for technical sufficiency and to determine financial viability of the business. Recommends appropriate action to either the United States Trustee or Assistant U.S. Trustee. Facilitates the formation and operation of creditor's committees and participates in examination of the debtor. Examines financial reports and operating statements. Assists in the development of operational guidelines, reporting forms, procedures and policies. Participates in oversight of Trustees by review of reports, case files, and audits. May assist in preparation of variety of motions and judicial pleadings.

QUALIFICATIONS: Certified Public Accountant (CPA) certification and/or a BA/BS which included or was supplemented by 24 semester hours in accounting is preferred. An MBA would also be considered. A 'hands on' accounting background is desirable as well as skill with computer spreadsheets,

financial statement analysis and forensic and investigative accounting and auditing. Also, a small business background is preferred.

Applicants must possess one year of specialized experience equivalent to the next lower grade in the Federal service. **Specialized Experience** is progressively responsible experience which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position and is typically in or related to the work of the position to be filled.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: GS-11 ONLY

The experience requirement may be met at the GS-11 level with three (3) full academic years of graduate level education leading to a Ph.D or the successful completion of a Ph.D. or equivalent doctoral degree, or LL.M., if related to the line of work of the position. A year of full-time graduate education is considered to be the number of credit hours which the school attended has determined to represent one year of full-time study. Part-time graduate education is creditable in accordance with its relationship to a full year of full-time study at the school attended.

Selective Placement Factors are knowledge, skills, abilities or special qualifications that are in addition to the minimum requirements but determined to be essential to perform the duties of the position and are typically in or related to the work of the position to be filled.

Selective Placement Factor identified for this position is as follows:

At least six (6) months bankruptcy experience is required which exhibits knowledge of bankruptcy regulations and procedures. Education cannot be substituted for the 6 months bankruptcy experience requirement.

Quality Ranking Factors are knowledge, skills, and abilities which could be expected to enhance significantly the performance of the position. The quality ranking factors for this position are as follows:

- 1) Knowledge of forensic accounting.
- 2) Knowledge of insolvency.
- 3) Knowledge of auditing procedures.

APPLICANTS ARE ENCOURAGED TO SUBMIT A SEPARATE NARRATIVE ADDRESSING THE SELECTIVE PLACEMENT FACTOR AND QUALITY RANKING FACTORS TO ENSURE THAT FULL CREDIT IS RECEIVED FOR THE APPROPRIATE WORK EXPERIENCE AS IT RELATES TO THIS POSITION.

EVALUATION METHODS: Applicants will be evaluated based on experience as it relates to the quality ranking factors, and information provided in your narrative is heavily relied upon in the rating process. Basically qualified applicants may be further evaluated to determine those who are best qualified.

SPECIAL NOTES:

- *Applicants must meet all eligibility requirements, including time-in-grade restrictions, as of the closing date.
- *Selectee not currently employed by the offices, boards, or divisions of the Department of Justice will be required to submit to urinalysis screening for illegal drug use prior to appointment.
- *A security investigation will be conducted to determine suitability for this position. Employment is contingent upon completion of a satisfactory background investigation as adjudicated by the Department of Justice.
- *Position subject to restrictions of PL 103-94, Section 8, Political Recommendations.
- *Relocation expenses not authorized.
- *Selectee will be eligible for health and life insurance, annual and sick leave and will be covered under the Federal Employees Retirement System (FERS).
- *This is a multiple grade level recruitment. You are encouraged to identify specifically the grade level(s) for which you wish to be considered by indicating your choice(s) on the application package. If you do not specify a grade level, you will only be considered at the highest level for which you are qualified.
- *Applicants must serve a two-year trial period.
- *All Federal employees are required by PL 104-134 to have federal payments made by Direct Deposit/Electronic Funds Transfer.
- *If selected, a male applicant born after December 31, 1959, and at least 18 years of age must be registered with the Selective Service System unless covered by an exemption under the Selective Service Law, in accordance with 5 U.S.C. 3328.
- *Applicants must be U.S. Citizens.

HOW TO APPLY:

Applicants must submit one of the following: a resume, an OF-612, Optional Application for Federal Employment; or a SF-171, Application for Federal Employment. Resumes must include information outlined in the U.S. Office of Personnel Management's (OPM) flyer, OF-510, Applying for a Federal Job, full name, mailing address, phone number, social security number, country of citizenship and veterans' preference. Forms OF-510 and OF-612 may be obtained on OPM's web site www.opm.gov/forms. In addition, current/former Federal employees must submit a performance appraisal issued within the last 12 months and the latest SF-50, Notification of Personnel Action.

Applications should be submitted to:

U.S. Department of Justice
Office of the U.S. Trustee
Attn: Laura Plumery
999 18th Street, Suite 1551
Denver, CO 80202

Applications must be postmarked no later than midnight of the closing date and received within 5 calendar days. Applications received in government postage paid envelopes, by fax or e-mail will not be considered.

Applications will not be returned. Candidates will not be solicited for further experience/education background data or for proof of veterans' preference if data provided is found to be inadequate or incomplete.

**THE DEPARTMENT OF JUSTICE IS AN EQUAL
OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER**

Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, status as a parent, membership or nonmembership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. If you need a reasonable accommodation for any part of the application and hiring process, please notify the hiring servicing personnel office. The decision on granting reasonable accommodation will be on a case-by-case basis. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.

VETERANS' PREFERENCE IN HIRING

Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply.

Many veterans who have been separated from the armed forces under honorable conditions, are eligible for veterans' preference in hiring depending upon such factors as when and how long they served, and whether or not they served in a campaign or expedition for which a campaign medal has been authorized. If you are claiming 5 point veterans' preference, you must complete the applicable blocks on your Application for Federal Employment and submit a copy of your DD-214. If you are claiming 10 point veterans' preference, you must complete the applicable blocks on your Application for Federal

Employment, submit a copy of your SF-15 (Application for 10-point Veteran Preference), and a letter issued in 1991 or later from the Department of Veterans Affairs (VA) to document a service-connected disability.

POINT OF CONTACT: Laura Plumery

CONTACT PHONE: (303) 312-7235

CONTACT E-MAIL: Laura.Plumery@usdoj.gov

TDD: None